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DEPARTMENT OF CORRECTIONS
LANSING

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DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2009 - 11

EFFECTIVE: Immediately

DATE: February 5, 2009

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Patricia L. Caruso, Director

SUBJECT: Social Security Cards

Due to federal regulations, it has become increasingly difficult for prisoners to obtain replacement Social Security cards. This Department and the Social Security Administration have entered into a Memorandum of Understanding to facilitate this process for prisoners who are U.S. citizens and within 120 calendar days of release from a Correctional Facilities Administration (CFA) facility. The purpose of this Director's Office Memorandum is to set forth our responsibilities in respect to the Memorandum of Understanding.

As stated above, this process only applies to prisoners who are U.S. citizens, need a replacement Social Security card, and are within 120 calendar days of release. This includes release on parole and transfer to Community Residential Programs (CRP) as well as discharge. As part of the prisoner's pre-release processing, designated housing unit staff or transcase/reentry classification processors shall review the previously completed Documentation Verification Request form (CSJ-489) to determine if the prisoner knows where his/her Social Security card is. If the prisoner does not know where his/her Social Security card is, and the prisoner is a U.S. citizen, designated housing unit staff or transcase/reentry classification processors shall ask the prisoner if s/he needs to apply for a replacement card and, if a replacement card is needed, offer to assist the prisoner in the application process. There is no application fee.

To apply for a replacement Social Security card, the prisoner must complete Social Security Administration form SS-5 "Application for a Social Security Card" and SSA-3288 "Consent for Release of Information". (The forms shall be completed using the prisoner's legal name; additional instructions for completion of the application are included as part of the SS-5 form.) The prisoner shall be provided a copy of the completed forms; however, copies shall not be retained in any of the prisoner's commitment files. The original completed forms shall be mailed to the CFA Central Records Section in Jackson. That Section shall be responsible for review and certification of prison records necessary to process the application and the processing of the application itself. When the replacement Social Security card is received by the Central Records Section, it shall be forwarded to the appropriate facility for retention in the prisoner's Record Office file for delivery to the prisoner.

upon release; the prisoner shall be advised in writing when the replacement card has been received at the facility. If the prisoner has been released on parole or transferred to CRP, the card shall be forwarded via the Central Records Section to the supervising agent and the card securely stored until it can be delivered to the prisoner; the supervising agent shall enter a casenote in OMNI documenting receipt, delivery to the prisoner, and, if necessary, return to the Central Records Section. In all cases if the prisoner has discharged, the card shall be returned to the Social Security Administration via the Central Records Section.

The Records Administrator, Central Records Section, shall ensure that detailed instructions are issued addressing how to obtain required Social Security Administration forms and other processing issues as needed to implement this Director's Office Memorandum.

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